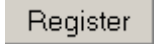
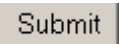
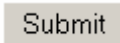




# How to Apply Online - First Time Online Applicants

Please note that these instructions are specifically for **first time online applicants**. If you are a previously registered online applicant, click [here](#) for instructions.

1. Determine if the computer you are using complies with the following requirements:
  - **Operating System:** Windows XP Professional SP2, Windows 2000, Professional SP4, Windows ME, Windows 98 Second Edition, Windows XP Tablet PC, Edition SP2, Windows XP Home Edition SP2, Macintosh OS 10.4, Macintosh OS 10.3.
  - **Internet Browser:** Internet Explorer 6.0 with SP1, Internet Explorer 6.0 with SP2, Mozilla Firefox 1.5.0.1, Mac Safari 2.0.3 (with Mac OS X (10.4.5))
  - **Adobe Product:** Acrobat 6.x (Standard and Professional), Acrobat Reader 6.x, Acrobat 7.x (Standard and Professional), Acrobat Reader 7.0.5.
2. From the **Job Postings** page, select a job for which you are interested in reviewing the recruitment announcement.
3. If you meet the requirements listed on the recruitment announcement and would like to apply, click on the **"Click Here to Apply Online"** link located at the top of the recruitment announcement page.
4. Since you are a first time applicant, you must first register with the County of San Diego Online Application system before you can apply. At the log in page, click .
5. After completing the registration process, go back to the applicable recruitment announcement and click on the **"Click Here to Apply Online"** link located at the top of the recruitment announcement page.
6. At the log in page, enter your login information and then click .
7. Complete the **entire** application, including any supplemental forms (if required) then click . If the job requires for you to submit additional documents, you will be prompted to print a Cover Sheet for the submission of the documentation. Please print the Cover Sheet as it assists in matching your supplemental documents to your application.

**Note:** Applicants **MUST** provide sufficient information in the Education and/or Work Experience section of the application. Referencing an attached resume in lieu of entering the information in the fields provided is **NOT ACCEPTABLE** and will result in the applicant being **SCREENED OUT** from further consideration. Online applicants may copy and paste information from other documents.

8. Submit all additional documents (diploma, transcripts, typing certificate, etc.) as required along with the Cover Sheet. Application packages and required documents must be received by the filing deadline indicated on the recruitment announcement.
  - **Submit application packet in person or by mail to the office listed below:**  
Department of Human Resources  
County of San Diego  
1600 Pacific Highway, Room 207  
San Diego, CA 92101
  - **Submit application packet fax to the number listed below:**  
Department of Human Resources  
(619) 557-4030 or (619) 685-2458

**For additional information and/or questions regarding the online application, please contact the County of San Diego Department of Human Resources at (619) 236-2191.**